



CITY OF ATLANTA

Job Announcement

ADMINISTRATIVE ASSISTANT

STARTING SALARY: \$27,593

Salary Grade: 11

Applications Accepted From: November 17, 2003 until November 20, 2003

Minimum Job Requirements

Applicants for this position must have an Associate's degree in Secretarial Science, Business or Public Administration and two years of secretarial or general administrative experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job

This employee performs administrative functions and provides general support for assigned area; directs and evaluates assigned staff; assigns work and provides assistance/guidance/training; prepares and/or generates routine correspondence, letters memoranda, forms, reports and other documents; prepares and/or generates specialized reports, e.g., statistical reports, financial reports, consolidated reports, etc.; may coordinate calendar activities to include planning/scheduling appointments, meetings, interviews, etc.; answers the telephone, provides information, takes and relays messages and/or directs calls to appropriate personnel and returns calls as necessary; responds to routine requests for information and assistance; receives employee timesheets; prepares payroll information and maintains records; maintains file system of departmental records; performs other duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

11/14/2003

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